MINUTES OF THE COTS
PRIVACY, SECURITY & ACCESS COMMITTEE
FEBRUARY 23, 1999

Committee Attendees:

Present: Cheryl Clark (DMV), Dan Galloway (SCC), Captain Lewis Vass (VSP), Ray Davis (G&IF), John Palese (DSS), and Mike O'Neil (DSS).

Absent: George Riesco (Nexus), Gordon Jarratt (Co. of Fairfax), Ed Morris (DOC), and Carrie Gillotte (George Mason University).

The first meeting of the COTS' Privacy, Security & Access (PSA) Committee was held at the Department of Motor Vehicles on February 23, 1999 and called to order by Cheryl Clark at 1:05 p.m. Cheryl welcomed members of the committee and identified participants unable to attend the meeting.

The PSA Committee decided to meet on the first Tuesday of every month from 1-3 p.m., at the Department of Motor Vehicles, 2300 West Broad Street in Richmond.

The meeting began by members exploring the issues on how they were going to educate themselves as a Committee about the topics on Privacy, Security & Access and how they wanted to solicit input to the initial charter and scope statement.

John Palese stated that at the DSS they have a Security Officer at each location with access to a Information Security Manual. In this approach, it lays the ground work for educating individuals on the expectations and penalties of misusing information. He stated that individuals are not educated to be security conscious, they become the weakest link in the system.

Dan Galloway gave copies of a handout from the Governor's Commission on Information Technology report on Citizen Accessibility.

Action: Statements were given by Committee members under the following categories:

Privacy, Security & Access:

- Protection under all existing laws and statues.
- Research to see if the existing legal framework is adequate and is consistent within State agencies and other entities by reviewing current legislation.
- Review and gather information to see if the penalties are adequate to the abuse.

Action: Secretary Upson and Mike Thomas.

- Clarity of legal framework with FOIA, Federal and Virginia Privacy Acts, FFCRA, and individual agency provisions, etc.
- Adoption of guidelines for best practices to ensure public confidence and willingness to do business with agencies on the Web.
- Promote the public's confidence in the confidentiality of dealing with electronic signatures, digital signatures, including dispelling of misinformation.
- Active and on-going employee awareness. Educate employee awareness regarding customer information sharing by setting expectations and conducting training sessions.
- Set balance between privacy and access.
- Develop a product on "Best/Worst Practices" guide. Technical architectures and techniques to develop policies, procedures to strike the best balance between protection, convenience and accessibility.
- Gather information on "Best Practices" from other states.
- "Worst Practices", how to overcome multiple passwords usage.
- Develop controlled firewall guidelines for "Best Practices".
- Provide for COVA "awareness" of <u>5 points</u> from Governor's Commission.
- On-going review of conflicts between access and restriction requirements (FOIA vs. Privacy) and advise Secretary Upson with recommendations, acting in an advisory and approval capacity.
- On-going solicitation for policy review from agencies, institutions and local government. Gather policies from these entities, as well as the private sector, for review and uniformity.
- Guidelines need to be developed and consistent with agencies, institutions and local government, making sure restrictions with security/protection on individual's information are not overboard.
- Importance to have compliance among the agencies with protection of information.
- Effectively managing the transition to the world of Internet.
- PSA Committee develop a Directory of PSA resources and events.

Captain Vass indicated that the Committee needs to focus on the accessibility of the information. Making every effort for an individual to have easy access to information, when appropriate. Make sure before asking for information that there is a definite reason. Be sure it is not a sensitive issue, check out every reason before requesting it to do a certain transaction.

The PSA Committee interaction with COTS as a whole, will be in the capacity as a policy and review board and recommend findings to the Secretary of Information Technology.

Action: Dan Galloway will check Allaire Company on software to be used for in-person dialogue. He will report back to the Committee at the next meeting.

Action: The PSA Committee will check with the Secretary and see which sub-committees are long-term and which are short-term committee.

Action: The PSA Committee will send out a questionnaire to solicit input from the COTS Committee on what the sub-committee has set-forth.

Action: Cheryl Clark will contact Dan Houlihan, VIPnet, to see if he would like to assign a representative from VIPnet to join the PSA Committee.

Ray Davis stated that the Committee should find out from Secretary Upson the direction in which he wants the Committee to go.

Action: Cheryl Clark will contact Mike Thomas from DIT, to see if he would like to assign a representative from DIT to join the PSA Committee.

The next PSA Committee Meeting is scheduled for Tuesday, April 6th from 1-3:00 p.m. Topics of discussion will include:

- Gathering "Best Practices" from other states.
- Vendor presentations and other resources for "Best Practices".
- Do we want to recruit anyone else for exchange of information from courts?
- Need for review of Federal rules and regulations.

The meeting adjourned at 3:00 p.m.

Dates in 1999 of Future Committee Meetings:

April 6
May 4
June 1
July 6
August 3
September 7
October 5
November 2
December 7